

~~SECRET~~
CONFIDENTIAL

26 JUN 1964

JOE NO. _____ BOX NO. _____ FILE NO. _____ DOC. NO. 37 NO CHANGE
IN CLASS/ (DECLASS/ (CLASS CHANGED TO: ES S (SEE INST. 22
NEXT REVIEW DATE 4/07/79 REVIEW BY 229.20 BY OL
REASON FOR CHANGE 38 38 5
REV CLASS. Q REV COORD. _____ AUTH. HR 700

MEMORANDUM FOR THE RECORD

SUBJECT : Contracting Officer Approval of Requisitions Placed on GSA Under FPMR/FIP

REFERENCE: [REDACTED]

1. Effective 1 July 1964 this Agency will follow the Federal Standard Requisitioning and Issue Procedures (FPMR/FIP) when requisitioning from the General Services Administration those items carried in the GSA Stores Stock Catalog.

2. Under present procedures the Procurement Division prepares a formal purchase order which is signed by the Contracting Officer and forwarded to the Office of Finance where it becomes part of the documentation required for audit purposes. On 1 July 1964, the effective date of FPMR/FIP, the Procurement Division will no longer prepare formal signed purchase orders for the procurement of the property referred to in paragraph 1, above. In lieu thereof, the Procurement Division will prepare a Form 1340a, GSA Single Line Item Requisition System Document (Mechanical). A copy of each Form 1340a submitted to GSA will be batched on a daily basis and forwarded to the Office of Finance with a transmittal memorandum reflecting all of the pertinent information required to identify each requisition.

3. Since the Contracting Officer will review and sign the transmittal memorandum, the Office of Finance has determined that such approval will meet the requirements of [REDACTED]

[REDACTED]
Number, Policy and Systems Staff

[REDACTED]
Chief, Policy and Systems Staff/Office of Finance

Distribution:

- 2 & 1 - PMS Subject
- 1 - PMS Heading
- 1 - PMS Chrono
- 1 - C/OPS
- 2 - C/Fiscal Div.
- 1 - D/Finance
- 2 - C/PA/CI Att: [REDACTED]

FOR [REDACTED]
[REDACTED]

212075 DIA12104

700 1 5 22 64 .24

~~CONFIDENTIAL~~

GROUP-1
Excluded from automatic
downgrading and
declassification